is the chartered membership and qualifying body for people working in company secretariats, governance, risk, compliance and legal.

over 100 years’ experience in Southern Africa.

develops the skills, knowledge and experience through our qualification, training, high-quality guidance and technical know-how.

represents Botswana, Lesotho, Namibia, South Africa and Swaziland.

### Chartered Secretaries Southern Africa

#### Governance Practitioner

**Programme 1**
- NQF 5
- Communication
- Intro to Financial Accounting
- Intro to Law
- Intro to Corporate Governance
- Managing Information Systems
- Principles of Business Law
- Advanced Financial Accounting
- Principles of Corporate Governance

**Programme 2**
- NQF 6
- Management Principles
- Advanced Business Law
- Advanced Corporate Governance

**Programme 3**
- NQF 7
- Applied Governance
- Finance for Decision-making
- Corporate Law (after three board exams you can be an Affiliated Member)
- Risk and Compliance

#### GradiCSA

**Board exams**
- Qualifying Programme for Chartered Secretary (QPCS)
- Qualifying Programme for Chartered Governance Professional (QPCGP)

**Exemptions Entry to board exams via other qualifications**

**Associate**
- (ACIS) Member

**Fellow**
- (FCIS) Member

Relevant work experience & CPD

3 – 6 years

5 – 8 years

### Relevant work experience & CPD

- Relevant work experience
- CPD

### Company Secretary

- Governance Professional
  - Company Secretarial Practice
  - Enterprise Risk Management
  - Public Sector Governance

### Governance Practitioner

- Communication
- Intro to Financial Accounting
- Intro to Law
- Intro to Corporate Governance

### Board exams

- Qualifying Programme for Chartered Secretary (QPCS)
- Qualifying Programme for Chartered Governance Professional (QPCGP)

### Relevance

**International recognition**

CSSA is an integral part of the International Institute of Chartered Secretaries and Administrators, which was founded in London in 1891. Southern Africa is the oldest division, which was established in 1909. There are eight other divisions: Australia, Canada, China, Malaysia, New Zealand, Singapore, UKRIAT and Zimbabwe.

CSSA is also a member of Corporate Secretaries International Association (“CSIA”), which is a global federation of corporate secretaries and governance professionals. Member organisations include six of the divisions above and the United States, India, Kenya and Nigeria. All share a common interest in the promotion of good governance. CSIA represents approximately 100 000 governance professionals.

### What are the current tangible benefits of membership?

- Weekly emails – you’ll continuously be updated with the latest thinking in the profession.
- Quarterly Ezone.
- Quarterly Boardroom magazine.
- Discounts on conferences, webinars and CPD seminars.
- Member organisation status.
- Access to Chartered Secretaries Placements should you be in need of a job or career guidance.
- Commissioner of Oaths status (ACIS & FCIS).
- 1 free CPD seminar per annum.

### CSSA is the home of good governance and has a premier qualification recognised in more than 80 countries.
The skills you need
- a keen interest in business and the legal and regulatory environment within which it operates;
- strong strategic instincts;
- an ability to absorb and digest technical knowledge;
- highly developed numeracy and literacy skills;
- the confidence to communicate with and influence stakeholders at all levels, including board members and shareholders;
- impeccable organisational skills;
- ability to focus on detail and work to an impeccably high standard;
- the ability to absorb and digest technical knowledge;
- strong strategic instincts;
- a keen interest in business and the legal and regulatory environment within which it operates;
- a high level of accuracy while balancing competing priorities; and
- well-developed integrity and a belief in the importance of transparency.

Chartered secretaries are senior professionals trained in law, finance, governance and strategy. They principally work as company secretaries. Highly valued by employers for their training, chartered secretaries are the primary source of advice on governance to their board. Chartered governance professionals have a deep understanding of governance usually across the listed company, public and/or not-for-profit sectors. They also have a deep understanding of risk management and how to apply it across their organisation. Chartered governance professionals often have roles as risk managers, compliance managers, legal counsel or non-executive directors.

Membership of CSSA evidences not only academic qualifications but also practical experience, character, integrity and responsibility. Membership also ensures remaining at the forefront of global developments and best practice in governance. It involves a career-long relationship with the Institute – from a professional qualification and beyond via Continuing Professional Development (“CPD”) and ongoing technical support.

To become a full member of CSSA and a Chartered Secretary or Chartered Governance Professional you need to demonstrate a certain level of professional experience. Many students study while they work and are able to gain their professional experience at the same time as studying.

The first stage to becoming a Chartered Secretary or Chartered Governance Professional is to complete the CSSA Board Qualifying Examinations to IPCS or IPCGP. Once you have successfully completed the exams and paid your first graduate fee you will be given the designation GradCSSA, which you can use after your name.

There are three levels of membership – Affiliated Member, Associate (ACIS) and Fellow (FCIS). For those individuals studying to become an Associate or Fellow, on the successful completion of the required examinations, graduates immediately become GradCSSA. Upon gaining the necessary practical experience and deemed to be of appropriate upstanding character, graduates are admitted as members at Associate level, become a Chartered Secretary and/or a Chartered Governance Professional and are entitled to use the post-nominal ACIS. Upon admission as a Fellow, the most senior grade of membership granted on more extensive experience, a Chartered Secretary or Chartered Governance Professional and are entitled to use the post-nominal FCIS. GradCSSA or Chartered Governance Professionals, with demand on the increase in light of the Companies Act and the King code. This means that members can command competitive remuneration packages.

If you are studying or starting out in your career, belonging to a professional body will give you a good head start and support structure.

The benefits of belonging to a professional organisation can enhance your professional life and far outweigh the disadvantages of an annual fee.

CSSA is:
- a registered professional body with SAGA;
- a recognised control body for tax practitioners with SARS;
- an accredited quality assurance partner of QCTO;
- represented on the King Committee;
- recognised by the CIPC for accounting officers; and
- recognised by the FSBO for financial advisors and compliance officers.

Why become a Chartered Secretary or Chartered Governance Professional?
- You’ll stand out from the competition with an enhanced professional identity – those with professional qualifications instantly stand out to prospective employers.

Some possible careers that can be pursued:

- Auditor
- Non-executive director
- Finance manager
- Legal counsel
- Risk and compliance manager
- Governance professional
- Company secretary

To find out more about registering as a student, email students@chartsec.co.za or call 011 551 4000/6/16

www.chartsec.co.za